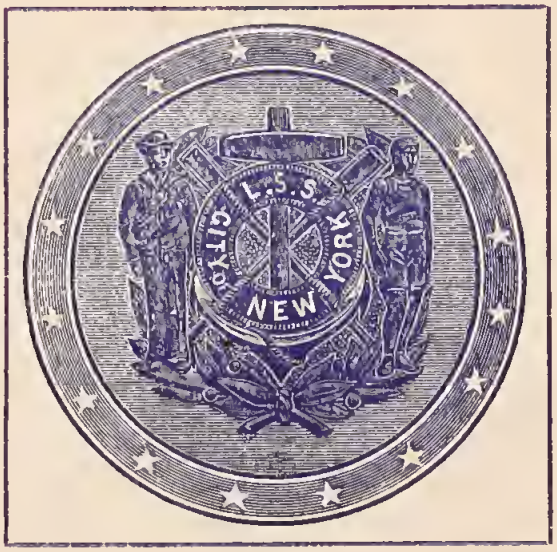
Life Saving Service

of the City of New York

(Voluntary Service)



Charter, Constitution and By-Laws

Organized April 29th, 1909

AVERY ARCHITECTURAL AND FINE ARTS LIBRARY
GIFT OF SEYMOUR B. DURST OLD YORK LIBRARY

CERTIFICATE OF INCORPORATION.

STATE OF NEW YORK
COUNTY OF NEW YORK *ss.*

We, the undersigned desiring to form a corporation pursuant to the provisions of the Membership Corporation Law, all being of full age, at least two-thirds being citizens of the United States and one of us a resident of the State of New York, do hereby certify and state:—

FIRST:—

The particular objects for which the corporation is to be formed, are to conduct volunteer life-saving from drowning on an organized basis, including First Aid to the Injured, establish a spirit of fraternity, foster social, literary and athletic pursuits among its members, to acquire, to hold and lease any and all real estate necessary for the purposes herein mentioned. It may award medals and certificates of honor for heroic services, may obtain means for its support by public and private subscription and may issue a book of rules and regulations for the conduct of its service.

SECOND:—

The name of the proposed corporation is the LIFE SAVING SERVICE OF THE CITY OF NEW YORK.

THIRD:—

The territory in which its operations are to be conducted is in the City of New York, which shall be divided into five boroughs, sixteen districts and forty-eight sub-districts.

FOURTH:—

The principal office or headquarters will be located in the Borough of Manhattan, City of New York.

FIFTH:—

The number of directors to conduct the active life saving work shall be ten, two for each borough, elected from among borough and district commissioned officers not assigned to any divi-

ARTICLE IX.

ELECTIVE AND APPOINTIVE OFFICES OF THE ORGANIZATION-AT-LARGE.

Section 30. Titles. Offices of the Organization-at-Large.

The Board of Directors may, at its discretion, elect or appoint as hereinafter provided the following officers:—General Superintendent, General Organizer, General Inspector, Quartermaster General, General Counsellor, Medical Director or Surgeon General, Chief Engineer, and Assisstant Secretary. All the officers necessary for the government of the active life-saving force, and all other officers that may be found necessary.

ARTICLE X.

DUTIES OF ELECTED OFFICERS OF THE BOARD.

Section 31. Duties of President.

Sub. Sec. A. To preside.

The President shall preside at all meetings of the Board and shall possess the general powers of presiding officer.

Sub. Sec. B. Ex-Officio.

He shall be Ex-Officio member of all committees except special committees of the Board, except when appointed on Special Committees.

Sub. Sec. C. Call Meetings.

He shall call all meetings of the Board, and may call special meetings of the Board, upon the written request of three members of the Executive Committee, or of a majority of the Board of Directors, or of a majority of the subordinate bodies of the Service. The request of the subordinate bodies must be made through the proper channels.

Sub. Sec. D. Represent and Protect Interest of Service.

He shall represent and protect the interests of the Service, by supervision and enforcement of all laws of the Service.

Sub. Sec. E. To Sign Orders.

He shall sign all orders on the Treasurer drawn in accordance with the laws of the Service and all other documents that require his signature.

Sub. Sec. F. Appoint Committees.

He shall, at the beginning of each fiscal year appoint from the members of the Board, the following committees, to be composed of three (3) members each:—viz. Committee of Awards, Social and Athletic Committee, Membership Committee, and an Educational and Extension Committee.

Sub. Sec. G. Appoint Boards of Election, as per Sec. 15.

As per Section 15, he shall at the first business meeting of the Board of Directors, in the month of September, appoint the necessary Boards of Election.

Sub. Sec. H. Examine and Approve Proofs of Claim.

He shall examine and approve all proofs of claim if found correct after same have been returned to him, having first been considered by the respective committees to which they may have been referred.

Sub. Sec. I. Institute Password.

With the approval of the Board of Directors he may institute the annual password. (The permanent password shall be adopted by the Board of Directors.)

Sub. Sec. J. Annual Report.

He shall submit at the annual meeting of the Board a report of his official acts during his term of office, and such suggestions and recommendations for the good of the service as he may deem proper.

Section 32. Duties of Vice-President.

Sub. Sec. A. Preside in Absence of President

The Vice-President shall preside at meetings of the Board in the absence of the President.

Sub. Sec. B. Board to Elect President Pro-tem

In the absence of both President and Vice-President from a meeting, the Board shall elect a President pro-tempore.

Sub. Sec. C. Discharge Duties of President.

In case of death, resignation, disqualification, refusal or neglect of the President to discharge the duties of the office, he shall then perform all the duties incumbent upon the President, for the remainder of the term, and shall be entitled to the honors and emoluments of the office.

Sub. Sec. D. Other Duties.

He shall assist the President in the discharge of his official duties in all matters that the President may refer to him. He shall also discharge such other duties as the Executive Committee may from time to time assign to him.

Sub. Sec. E. Visit Subordinate Bodies.

He shall visit such subordinate bodies officially as the president may request and designate.

Sub. Sec. F. Monthly Report.

He shall make a monthly report to the President on all matters referred to him by the President and Executive Committees.

Digitized by the Internet Archive
in 2014

http://archive.org/details/charterconstitut00life

Section 33. Duties of Secretary.

Sub. Sec. A. Report Proceedings.

The Secretary shall keep a roll of the Board of Directors. He shall also keep a complete record of the proceedings of the Board. He shall read all communications, reports, petition, etc., at its meetings unless otherwise ordered.

Sub. Sec. B. Publish Proceedings.

He shall deliver to the Committee on Trustees for publication a copy of the annual report of the Board within one month of the annual meeting.

Sub. Sec. C. Duties to Maintenance Fund.

He shall promptly perform all duties relating to the maintenance fund.

Sub. Sec. D. Draw Orders.

He shall draw and attest all moneys upon the Treasurer in payment of liabiliteis due by the service that have been properly approved.

Sub. Sec. E. Custody of Seal.

He shall have custody of the seal of the Life Saving Service of the City of New York and shall cause an impression thereof to be affixed to all official documents issued under its authority.

Sub. Sec. F. Keep Record of Sub-Ordinate Bodies; Correspondence.

He shall conduct the correspondence, keep a record of the name, number, location, and date of institution of each sub-ordinate body, and by whom instituted.

Sub. Sec. G. Have Charge of Supplies, Etc.

He shall have charge of supplies (other than life-saving supplies) records, books and papers pertaining to the life-saving service belonging to the Board of Directors, and shall deliver to the Trustees all property of the Board of Dircctors, pertaining to the service at the expiration of his term of office.

Sub. Sec. H. Keep Correct Account with Sub-Ordinate Bodies.

He shall keep a correct account between the Board of Directors and each subordinate body, registering each new members name and age. He shall also file a record of each member. The account shall be kept in the form designated by the Executive Committee.

Sub. Sec. I. Issue Warrants, Commissions, Membership Cards or Other Certificates.

He shall, with the approval of the Board of Directors or the Executive Committee, upon the recommendation of the General Superintendent, or other proper authority, issue and

promptly forward through the channels, to the recording officer of each sub-ordinate body, all commissions, warrants, membership cards, or other certificates, for members of the Service.

Sub. Sec. J. Issue Notice of Vacancies; Provide Ballots.

As hereinbefore provided, he shall issue notices of vacancies about to occur on the Board, receive a list of candidates names, provide the necessary ballots, and assist the President in seeing that all laws regarding nominations and elections are properly enforced.

Sub. Sec. K. Issue Notice extra Payments.

He shall notify members of the service, through the official organ, or on such other form as the Board may adopt, until official organ is provided for, and through other proper channels, the call for extra payments or assesments.

Sub. Sec. L. Publish Quarterly and Monthly Statements.

He shall publish in the official organ, or on such other form as the Board may adopt, until the official organ is provided for, quarterly reports giving the receipts and expenditures of the general and special funds in detail, and a statement of the maintenance fund monthly as it appears on the books of his office.

Sub. Sec. M. Issue Blanks for Credentials.

He shall, at the proper time, send through the channels to all officers entitled thereto, the proper kind and number of blanks for credentials of electors to the electorial college.

Sub. Sec. M. Receive all Fines. Make Weekly Payments to Treasurer.

He shall receive all fines due the service and pay over weekly to the treasurer all money in his possession belonging to the service.

Sub. Sec. O. Examine Proofs of Claim.

The Secretary shall examine all proofs of claims and approve the same before drawing drafts for their payment. He shall also cooperate with the various committees, putting all necessary data at their disposal.

Sub. Sec. P. Statement of Membership.

He shall prepare and publish semi-annually, in the official organ or such other form as the Board may adopt until the official organ is provided for, a statement showing the membership of the Service.

Sub. Sec. Q. Keep Register of Securities.

He shall keep a register of securities to the credit of the special fund, stating number and character of each, and the face value thereof, and the amount of interest and when payable.

Sub. Sec. R. Responsible for Acts of Assts.

He shall be responsible for the acts of his assistants in the transaction of the business of his office.

Sub. Sec. S. Annual Report.

He shall present to the Board of Directors at its annual meeting a report of his official acts, also a complete statement of the condition of the Service and of the receipts and disbursements for the preceding term.

Section 34. Assistants to Secretary.

There shall be when necessary, one assistant secretary and such other assistants as may be deemed necessary by the Board.

Sub. Sec. A. How Appointed.

The assistant Secretary shall be appointed by the Board of Directors other assistants shall be appointed by the assistant Secretary with the approval of the Executive Committee.

Section 35. Duties of Assistant Secretary.

The incumbent of this office shall perform such duties as may be assigned to him or her by the Secretary.

Section 36. Duties of Treasurer.

Sub. Sec. A. Funds, Shall Deposit.

The Treasurer shall deposit all moneys belonging to the maintenance, general, and special funds as hereafter provided for, and keep separate account thereof.

Sub. Sec. B. Other Duties.

He shall keep separate accounts of all money received by him for the several funds, promptly receipting therefore to the financial officer of the subordinate bodies and pay the same out only on order.

Sub. Sec. C. Drafts to Be Accepted.

He shall accept drafts on the maintenance fund only to pay for the regular maintenance of the service, or for application to the special fund, as hereinafter provided, and on the general fund to pay such other expenses of management or liabilities incident to the propagation of the service or for application to the maintenance or special fund.

Sub. Sec. D. Deposit Funds.

He shall deposit all moneys received by him in his name as Treasurer in the depositories designated by the Committee of Trustees, the deposit at all time subject to sight drafts, signed by the President, accepted by the

Treasurer and countersigned by the Secretary who shall affix thereon the seal of the Life Saving Service of the City of New York.

Sub. Sec. E. Monthly Reports, General Maintenance and Special Funds.

He shall transmit on the first business day of each month to the president, secretary and executive committee, committee of trustees and to each member of the committee of finance and audit a statement comprising the following items, viz:—

1. General fund.
   a. Balance on hand at last report.
   b. Total receipts and payments.
   c. Balance on hand.
2. Maintenance Fund.
   a. Balance on hand at last report.
   b. Total receipts.
   c. Total disbursements.
   d. Balance on hand.
3. Special Fund.
   a. A copy of Register of securities.
   b. Interest accrued thereon.
   c. Other moneys in fund.
   d. Additions thereto or withdrawal therefrom.

Sub. Sec. F. Accounts to Be Examined.

He shall have his accounts correctly posted and ready for examination by the Committee of Finance and Audit on the first business day of every month.

Sub. Sec. G. Keep Duplicate Register of Securities.

He shall keep a duplicate register of all securities to the credit of the special fund, stating numbers, character, face value, interest, and when payable.

Sub. Sec. H. Annual Report.

He shall make and present to the Board of Directors, at their annual meeting, a report of the condition of the Treasury, with a statement of his receipts and disbursements for the preceeding term.

Sub. Sec. I. Assistants.

The Treasurer may have such assistants as may be deemed necessary from time to time by the Board.

Sub. Sec. J. Duties of Assistants.

The duties of such assistants of the Treasurer shall be as prescribed, from time to time by the Board.

ARTICLE XI.

SPECIAL OFFICERS OF THE BOARD

Section 37. General Counsel; Qualifications.

In addition to such officers as are provided for by the Rules and Regulations for the government of the active life-saving force, the Board of Directors may appoint a General Counsel, any reputable attorney of at least five years standing, in active practice at the time of his appointment. He shall also be a graduate of some reputable legal college.

Sub. Sec. A. Duties; Volunteer and Pay.

Whenever requested he shall volunteer to furnish a written opinion touching any question of law, to the President, Secretary and Executive Committee.

On questions or duties of a special nature he may be compensated in a reasonable sum by the Board.

Sub. Sec. B. Shall Codify Laws and Amendments.

He shall, whenever deemed necessary by the Board of Directors, codify the Constitution and Laws of the Service, subject to the approval of the Secretary and Executive Committee.

Sub. Sec. C. Shall Submit Report.

He shall submit to the Board of Directors, at their annual meeting, a complete report of his official acts with such detailed information and recommendations as he may deem necessary.

Section 38. Borough Counsels.

The Board may appoint, or elect, a counsel for each borough to advise the Commodore-in-chief, and with the general counsel form the Board of Legal Advisers.

Section 39. Medical Director.

As provided in the Rules and Regulations, the Board of Directors shall appoint, or elect (as one of the special officers of the Board) a medical director with the rank of Surgeon-General, duties defined in the Rules and Regulations.

Section 40. Engineer-in-chief.

As provided in the Rules and Regulations, the Board of Directors shall appoint, or elect, an Engineer-in-chief, with rank of Commodore, duties defined in Rules and Regulations.

Section 41. General Superintendent.

As provided in the Rules and Regulations, the Board of Directors shall appoint, or elect, a General Superintendent with the rank of Commodore-in-General, duties defined in Rules and Regulations.

Section 42. General Organizer.

As provided in the Rules and Regulations, the Board of Directors shall appoint, or elect, a General Organizer, with the rank of Commodore, duties defined in Rules and Regulations.

Section 43. General Inspector.

As provided in the Rules and Regulations, the Board of Directors shall appoint, or elect, a General Inspector, with the rank of Commodore, duties defined in Rules and Regulations.

Section 44. Quartermaster General.

As provided in the Rules and Regulations, the Board of Directors shall appoint, or elect, a Quartermaster General with the rank of Commodore, duties defined in Rules and Regulations.

ARTICLE XII.

POWERS AND DUTIES OF COMMITTEES.

Section 45. Committee of Trustees; How and When Created.

As soon as this Constitution is adopted by the Board of Directors, they shall elect a committee of three (3) Trustees, to serve in terms of one (1) to three (3) years, the yearly vacancy to be filled at the annual meeting. Trustees are to be elected only from members of the Board whose term of office on the Board is not less than the term to be served as Trustee.

Sub. Sec. A. Have Charge of Property.

The Committee of Trustees shall have charge of all property owned or controlled by the Service, as governed, controlled, or limited by other rules of the service wherein officers of the active life-saving service may have direct charge.

Sub. Sec. B. Make Contracts.

They shall contract for all property and printing required by the Board of Directors for the management of the Service unless otherwise ordered by the Board of Directors.

Sub. Sec. C. Fix Cost of Supplies.

They shall fix the cost of supplies to subordinate bodies in order to make effective the necessary bookkeeping.

Sub. Sec. D. Hold Bonds of Officers of Board of Directors.

They shall contract for, approve and uphold the bonds of all officers of the Board who are required to give bonds.

Sub. Sec. E. Bonds, Subordinate Officers.

They shall contract for a schedule or other bond for all officers of subordinate bodies who are required to give bond.

Sub. Sec. F. Designate and Contract for Official Organ.

They shall designate, when the condition of the Service warrants, as the official organ of the Service, some reputable fraternal periodical that has been published in the interests of the Service, and no other, and that has been admitted to the mails of the United States as Second Class Matter. Such designation shall be made immediately after the close of each annual meeting, in writing, and shall state the full and complete name of such periodical, by whom and where published, which designation shall be published in the appendix with the Code of Laws of the Service, as a part thereof and each monthly publication of such journal thereafter, so long as the same shall be the official organ of the service. They shall contract with the proprietors and publishers of such journal for one copy thereof, to be published and mailed each month to each member in the Service, to be wrapped as newspapers are ordinarily sent through the United States Mail, and addressed to each member as appears on the official mailing list as prepared and furnished by the Secretary of the Board of Directors, provided, however, that the cost thereof shall not exceed the sum of 25 cents per annum per number. The cost of additional copies for use of the Service shall not exceed the regular rate.

Sub. Sec. G. Designate Depositories.

They shall, after each annual meeting, designate one or more depositories in which the Treasurer shall deposit all funds of the Service.

Sub. Sec. H. Annual Report.

They shall report to the Board of Directors whenever requested and make a complete report of their transaction for the preceeding year to the Board of Directors at its annual meeting.

Section 46. Executive Committee; How Formed.

The President, Vice-President, Secretary, Treasurer, and one other member of the Board of Directors, who shall be elected at each annual meeting, shall constitute a standing committee to be known as the Executive Committee. The President shall be Ex-officio Chairman.

Sub. Sec. A. Powers and Duties.

It shall have supervision of all branches of the Service, shall make a thorough examination of all books, papers, and vouchers of every supreme officer at least once a year and shall make report thereof and file the same with the Secretary and publish a copy thereof in the annual report or official organ.

Sub. Sec. B. Other Powers.

They, or it, shall have power to do all acts permitted by the Laws and Constitution of the Service, and perform all acts that the Board of Directors might perform, not otherwise provided for in the Laws, and delegated to other authorities, and not expressly prohibited in the Constitution of the Service; except that they cannot legislate, alter, amend, annul, modify, or in any manner change or abridge any law of the Service. The details of this last provision being solely a power of the Board of Directors.

Sub. Sec. C. Perform Duties of General Superintendent Until Such Officer Is Necessary.

They may perform such duties as would generally be assigned to a General Superintendent, until such official be appointed or elected.

Sub. Sec. D. Assignments of Divisions to Districts.

Among these duties would be the assignment of Divisions to Districts, either where a transfer is requested or where there is no other officer to perform such duty.

Sub. Sec. E. Conventions Failing to Nominate

Where District Conventions fail to nominate a candidate and any candidates are available they may suggest to the Divisions in the Districts a compromise candidate.

Sub. Sec. F. Formulate Rules.

The Executive Committee shall formulate all necessary rules for the government of the Service and after same have had the approval of any other committee having jurisdiction shall publish same.

Sub. Sec. G. Charge of Unassigned Divisions or Other Bodies.

The Executive Committee shall have charge of all unassigned Divisions or bodies, whether of a regular or auxilliary nature. This provision applies mainly where there may happen to be a lack of District officers. If for any reason it should be necessary to have a restricted territory same shall be in charge of the Executive Committee.

Sub. Sec. H. Hold Semi-Monthly Meetings and Report Proceedings.

It shall hold at least two meetings a month but may meet as often as may be deemed necessary. It shall also keep a record of all its proceedings and report same to the Board of Directors. It shall also prepare an annual report making such recommendations as it may deem necessary.

Section 47. Committee on Finance and Audit; How Formed.

At each annual meeting the Board shall elect a committee of three members to be designated as a Committee on Finance and Audit.

Sub. Sec. A. Powers and Duties. Examine and Approve Bills.

The Finance and Audit Committee shall examine all bills and approve the same if correct, and return all disapproved bills with reasons for disapproval to the Secretary who shall refer same to the President.

Sub. Sec. B. Examine Books and Accounts.

It, or they, shall one in each month examine the Secretary's, Treasurer's and other officer's books, accounts and vouches and make a written report to the President. They shall also examine the reports of the Secretary and Treasurer as presented at each annual meeting.

Sub. Sec. C. Special Examinations.

They shall make a special examination of the books and accounts of the Service when directed by the President.

Sub. Sec. D. Record of Accounts.

They shall keep a record of the date, to whom paid, object, amount and dates of approval of each account or claim approved hy them.

Sub. Sec. E. Report.

They shall submit at each annual meeting a report of the work performed by them with such recommendations for the improvement of the finances of the organization as they deem proper.

Section 48. Committee of Awards; Powers and Duties.

All claims for awards for heroic services shall be referred to this committee on the proper forms provided by the Service.

Sub. Sec. A. Investigations of Claims for Awards.

It shall take all necessary steps to investigate all claims, to insure their authenticity and honesty, as well as to insure the obtaining of accurate statistics and thereby be better enabled to recommend the proper awards.

Sub. Sec. B. Recommendations.

It shall recommend the award of silver and bronze medals, or certificates of honor, based on the following standards of risk involved:—

1. **Silver Medal,** awarded in cases where rescuer has entailed a great risk of life.
2. **Bronze Medal,** awarded in cases where some risk of life has been entailed by rescuer.
3. **Certificate,** awarded in cases where valuable service or assistance has been rendered to persons in danger of drowning, or such other valuable service or assistance as may be acknowledged by the Committee on Awards.

Sub. Sec. C. Care.

The Committee must exercise the greatest possible care, attaching upon claims and in making its recommendations in order that the high standard may be kept at all times.

Sub. Sec. D. Restrictions.

No recommendations will be valid unless it shall have the approval of the entire committee.

Sub. Sec. E. Reports.

It shall make a quarterly report to the Board of all its proceedings, also a yearly report at the annual meeting, to be in such shape as to be readily published.

Section 49. Social and Athletic Committee; How Created.

As hereinbefore provided the President shall, at each annual meeting, appoint a committee of three to act on this committee.

Sub. Sec. A. Powers and Duties.

It shall have the power and it shall be its duty to act upon all matters brought before it pertaining to its title, viz:

Sub. Sec. B. Arrange Schedule.

It shall arrange a schedule so drawn up as to prevent any confliction of dates whereon any subordinate body or the general organiza-

ish to hold either a social or ath-

tion may wish to hold either a social or athletic event.

N. B.—This is done so that each affair may have the united support of the entire organization.

Sub. Sec. C. Acts Upon Requests for Permits.

Any subordinate body desiring to hold or give any form of social or athletic function must address to the the Committee through the channels, in writing, a request for permit to hold such affair.

Sub. Sec. D. Time to File.

All subordinate bodies must so plan their affairs for the year as to be able to submit requests for permits to the committee in the month of December. All requests coming in later than this will be given secondary consideration.

N. B.—This is stipulated to better enable the Committee to arrange its schedule.

Sub. Sec. E. Restriction.

The Committee will not recommend the issuance of a permit where it sees that there is any likelihood of the organization or subordinate body being liable to incur a financial or moral liability or debt.

Sub. Sec. F. General Affair.

The Committee may, at its discretion, plan a general social or athletic event in which the entire organization may participate.

Sub. Sec. G. Rule.

The Committee shall draw up, all necessary rules governing social affairs such as the handling of tickets, hat-checks, advertisements, etc., as well as the form of report upon which all subordinate bodies must make their returns to Headquarters.

Sub. Sec. H. Athletics.

The Committee shall adopt similar methods for the handling of athletic events as for social affairs, in addition to which it shall formulate such rules as may be necessary for the creation and maintenance of a proper athletic association.

Sub. Sec. I. Amateurs and Professionals.

The Committee shall take the necessary steps to insure the proper segregation of amateurs and professionals, and define what constitutes same.

Sub. Sec. J. Affiliation.

It may recommend the affiliation or alliance of the athletic association of the Service with such recognized supervisory athletic organizations as it may deem proper.

Section 50. Membership Committee.

As hereinbefore provided there shall be a Membership Committee of three (3) whose duties shall be:—

Sub. Sec. A. Examine Enlistments.

To examine carefully all enlistments that are filed at Headquarters, special care being taken to see that all endorsements and affidavits are correct and proper.

Sub. Sec. B. Examination.

They shall see that the rules relative to the examination of the candidates are properly complied with.

Sub. Sec. C. Acceptance.

Upon being satisfied that all rules relative to admission of candidates have been complied with they may recommend to the Secretary the issuance of membership cards.

Sub. Sec. D. Transfers and Assignments.

All requests for transfer or assignment transfers, etc., must be made to this committee.

Sub. Sec. E. Court Martial, Etc.

All matters pertaining to Court Martial, Courts of Inquiry, disciplining or promotion of members, etc., not otherwise provided for, shall be considered by this committee.

Section 51. Committee on Educational and Extension works.

Sub. Sec. A. Educational.

As hereinbefore provided, there shall be a committee of three members of the Board whose duty it shall be to adopt such ways and means as shall be approved by the Board to educate the people to recognize the necessity of paying greater attention to the dangers of the waters through a lack of knowledge thereof, to instruct them in the best methods of release and resuscitation, and to teach them the health giving and other advantages of a better knowledge of the waters. To do this by means of lectures, printed matter, demonstrations by the active members of the service, etc. To urge upon the public educational institutions the necessity of making the art of swimming a part of their curriculum, etc.

Sub. Sec. B. Extension.

They shall confer with the organizing department of the Service as to the best means of extending the work of the Service.

Section 52. Committee of Laws, Appeals and Legislations.

As hereinbefore provided, the Board shall, at its annual meeting, elect three (3) members on this committee whose powers and duties shall be:—

Sub. Sec. A. Examine Amendments.

The Committee on Laws and Legislation and Appeal shall formulate all amendments to the Constitution and Laws adopted by the Board of Directors.

Sub. Sec. B. Examine and Approve By-Laws.

They shall examine the By-Laws of subordinate bodies and all subsequent amendments and approve the same, provided they do not repeat, repeal, refer to by section or page, or conflict with the Constitution or Laws of the Service.

Sub. Sec. C. Make Rules.

They shall make all rules for procedure in the examination and approval of By-Laws and shall publish the same in the official organ.

Sub. Sec. D. Examine Appeals.

They shall decide all appeals that may be referred to them by the President or Board.

Sub. Sec. E. Their Decision.

They shall base their decision upon the evidence furnished and report to the President.

Sub. Sec. F. Pass Upon By-Laws.

They shall pass upon all By-Laws submitted to them by any subordinate bodies through the channels and when acted on shall return one copy to the Secretary of the subordinate body and furnish one copy to the President. When the Committee rejects or disapproves any By-Law or any part or portion thereof it shall note its reasons therefor.

Sub. Sec. G. Power of Committee.

They shall have power to alter or change the wording of any By-Law submitted to them so as to make it conform to what, in their opinion, it should be.

Sub. Sec. H. Legislation.

All matters pertaining to legislation for the benefit of the Service shall be referred to this committee.

The regular order of business at the meeting of the Board and Executive meetings shall be as follows:

1. Calling the roll.
2. Reading of minutes of previous meeting.
3. Reports of Officers of Board.
4. Reports of Committees.
5. Reports of Borough Representatives.
6. Unfinished business.
7. New business.
8. Good and welfare.
9. Adjornment.

The regular order of business may be changed by a majority vote.

Monthly meetings of the Board of Directors shall be held at Headquarters on the first Wednesday of each month at eight o'clock in the evening. One more than half th membership f the Board shall constitute a quorum. The Advisory Board shall meet at least twice a year.

Any member of the Board absenting himself from three consecutive meetings shall be dropped from the rolls after due notice has been given by th scrtary to member absenting himself, unless satisfactory reason be given for such absence.

SUSPENSION, EXPULSION.

The Directors have the power to expel or suspend members for any conduct unbecoming a gentleman or tending to discredit the organization, whether such offense shall be committed at meetings, while on duty or not.

The procedure to expel or suspend a member shall be as follows:

The charges against him shall be reduced to writing and a copy thereof shall be served upon the member by messenger or by mail to his last known address, with notice to appear before the Directors at a time and place specified in the notice, not less than 10 days after the day the charges and notices are deposited in the mail. The member shall have opportunity to appear and confront the witnesses.

No member shall be expelled or suspended unless a majority of all the Directors vote in favor of such suspension or expulsion.

SUBSTITUTE DIRECTORS.

The Board of Directors may elect or appoint a substitute (with full power to vote) for any Borough representative who, through sickness or leave of absence is prevented from exercising the duties of Borough Representative, at Board meetings to act only during the enforced absence of representative.

ASSOCIATE MEMBERS, ETC.

The Board may at its discretion form the following bodies to aid and act in an advisory capacity.

Advisory Board of Officers.—Consisting of all officers above the rank of Captain and of the retiring members of the Board of Directors.

Associate Membership.—Consisting of those who contribute a sum not less than $10 toward the support of the service.

Consulting Board.—Those who may be in a position to advise the Board of Directors.

Honorary Members.—Those who at some time have rendered a commendable service to the organization.

Auxilliary Membership.—Consisting of those who are under the age limit for enlistment.

AMENDMENTS.

These By-Laws may be amended in whole or in part or added to at any regular meeting of the Board of Directors: Provided notice in writing, giving the substance of the proposed amendment or amendments or addition shall have been furnished to the Secretary at least 20 days before such meeting, and provided said Secretary shall have caused said notice to be printed or written and sent to each Director at least ten days before such meeting. The Board shall thereupon have full power to amend the By-Law or By-Laws in question in any manner whatsoever, and shall not be confined to the mere acceptance or rejection of the specific amendments proposed.

Compliments of
Lt. Sur. Chas. A. Kuhfahl, Bronx, N. Y.

AVERY
CLASSICS